

raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include an "In-Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets will be co-located with data jacks in sufficient number. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Group Study	4	0	0
At table or counter - 21"w x 21"d			
Table, Group Study	1	155	155
66"w x 36"d x 29"h (4 Person)			
White Board	1	0	0
3' x 4' - erasable marker board			



FUNCTIONAL ACTIVITY

The primary function of the Library Entrance Division is to provide a formal entrance and lobby for the library building and access to ancillary services such as the Friends' Bookstore, the Public Rest Rooms and the Lobby to the Children's Theater. The lobby will provide space for library patrons to enter and exit the library.

SPATIAL RELATIONSHIPS

The Library Entrance Division is essentially a pass-through space which patrons will use when visiting the library. The Library Entrance Division must be able to be locked off and separated from the library so that the Computer Center can be open when the library is closed.

ADJACENT:

Circulation Services
Technology Center

CLOSE:

Popular Materials Area
Teen Area
Children's Library

PROXIMITY:

Fiction Collection
Information Services

AWAY:

General Building Services

DIVISION SPACE SUMMARY		Sq. Ft.
Friends' Book Storage & Workroom		283
Friends' Bookstore		525
Library Entrance		N/A
Public Rest Rooms		N/A
TOTAL:		808



Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number at a minimum of 4-foot intervals along work counters. Each workstation location must have a separate dedicated 4-plex electrical outlet to accommodate a computer, barcode reader, printer, or other desktop electronic equipment. Minimum service for the workroom is based on one dedicated 20-amp circuit per two to four electronic workstations. Utility receptacles will be required for custodial use. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Book Truck 36" w x 24" d	2	10	20
Box, Cardboard In transition or storage	8	4	32
Chair, Task Low back mid-quality with casters 25" w x 25" d	2	0	0
Shelving, SF 90" h Steel W/ 7 Shelves 3' w x 12' d unit	8	12	96
Table, Work 60" w x 36" d x 29" h (1 to 2 Person)	1	80	80
Telephone Handset	1	0	0
Workstation, Friends' Work Counter 8' w x 30" d - against wall	1	55	55



Electrical

Utility receptacles will be required for custodial use. GFI electrical outlets will be located at a minimum of 5-foot intervals along the food preparation counter and sink area.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Book Display Bin 24"d x 42"w x 34"h w/2 bins	1	50	50
Bulletin Board	1	0	0
Case, In-Wall Display Custom built-in, 60"w x 18"d x 72"h, w/ lighting & glass doors	2	0	0
Chair, Task Low back mid-quality with casters 25"w x 25"d	2	0	0
Shelving, DF 58"h Bookstore Display 42" aisles - 3'w x 36"d w/10 angled shelves, wood	6	30	180
Shelving, SF 84"h Steel W/ 6 Shelves 3'w x 12"d unit	20	12	240
Workstation, Bookstore Service Counter 5'w x 30"d w/ 5' behind desk & 3.5' in front	1	55	55



Functional Activity

This space provides access to the library as well as its ancillary services. The entrance should consist of two pair of automatic or power-assist-option doors for patron convenience, set far enough apart to create a weather vestibule and to allow for universal access. The lobby should be an inviting space that welcomes the public to the library and the meeting rooms. The interesting use of light and space, the introduction of the building's theme, public art, and the spaciousness required for traffic flow should combine to make this area an architectural focal point of the building.

Relationships

The Public Entrance and Lobby is the focal point and primary access to all parts of the library building including ancillary services. The Meeting and Conference Rooms, Friends' Bookstore and Coffee Shop, and Public Rest Rooms should all be accessible from the lobby.

ADJACENT:

Circulation Desk
Conference Room
Friends' Bookstore, Café, Coffee Shop & Gift Shop
Meeting Room
Public Rest Rooms

CLOSE:

AV Collection & Seating
Children's Entrance (Interior)
Copy Center (Circulation Services)
New Book Display

PROXIMITY:

Supervising Librarian's Office
Fiction Collection & Seating
On-line Public Access Catalog (OPAC)
Information Desk

AWAY:

Loading Dock And Other General Building Services

Flexibility

This space will probably not need to be expanded in the future, but it should be reasonably flexible since it will also serve as a display area for exhibits. This area will also provide space for occasional large receptions.

Fenestration

Glass is required in the front doors and on side windows to provide for a view to the outside and a view into the library from the outside. Skylights or clerestories for additional natural light are recommended.

Finishes

Since this is the main entrance of the library and the first space that the public will see, it must be visually interesting, visually organized, and businesslike. The floor finishes must be stain resistant, dirt repellant, durable, non-slip, and low maintenance. The floor material should be slip-resistant but relatively smooth since a highly textured floor, such as slate, will make mobility aids, such as walkers, and book and mail delivery carts, extremely difficult and noisy to push across the floor. Wall finishes should be mark resistant, highly durable and easy to clean.

CEILING:

Plaster or acoustical tile

WALLS:

Highly durable and flame retardant; Paint (Latex semi-gloss recommended);
Sisal or vinyl wall covering; Marble or granite wainscoting; Etched,



silk-screened, or fritted glass to library or exterior; Hanging track;
Tackable surfaces

FLOOR:

Terrazzo tile, unfinished quarry tile with non-slip matte finish or
equal; Walk-off mats; Grating system

Access

The Public Entrance and Lobby will be accessible by means of a 36" minimum aisle and at least one 36" wide door, which has a minimum clearance of 32". Revolving doors cannot be the only entrance to the facility. If turnstiles are used, then a readily apparent accessible door must be provided adjacent to the turnstile. Doors in a series (to provide a weather lock) require a clear separation of no less than 48". Exterior doors can require no more than 8 ½ pounds of pressure to operate. Automatic or power-assist option doors are recommended for the primary entrance.

Doormats must be securely attached and have a pile of no more than ½". Exposed edges of doormats must be fastened to the floor surface.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finish floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Pay telephones must comply with forward (maximum of 48" above finished floor) and side reach (maximum of 54" above finished floor) requirements and at least one (and at least one-half of the total number) must be an accessible telephone. If four or more phones are available for public use, either inside or outside of the facility, and at least one is inside the facility, then at least one must provide text display capability. If telephone books are made available to the public, then they must also comply with forward and side reach requirements. If telephones are located in sound enclosures then they must have a minimum 30" clearance at the entrance.

Signage will meet requirements as outlined in the Signage Space Detail and include identification of the location of accessible entrances with universal symbols and accessible public telephones with universal symbols.

Acoustics

Since this space will be quite noisy because of patrons walking and talking, it should be acoustically buffered from the library. This space should act like a sound vestibule between the main entrance and the library proper.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Air or weather lock, and/or double set of doors, may be required to maintain temperature and keep drafts from staff located near the Public Entrance.

Illumination

General lighting at 15 to 20 foot candles, with specialized accent lighting at 50 foot candles at the entrance and in the lobby at any directories or display walls. Light should be provided within in-wall glass display cases.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at each of the self-checkout locations and information kiosks with additional outlets for future growth; and one single voice outlet (one voice) for each pay telephone location.

Security

The lobby should be able to be secured not only from the outside of the building, but also from the library itself to allow for the use of the Public Meeting Rooms complex when the library is closed. Much of the lobby should be visible to the staff at the Circulation Desk.



The fire alarm annunciation display panel should be located in this space immediately visible upon entering the building. The entry detection and alarm system main locator panel should also be located in this space. If inventory control gates are included, they may be located here, at a minimum distance of eight feet from the nearest electronic workstation. Alarms should be audible at the Circulation Desk.

Signage

Required signage includes changeable information signs including hours of operation and restriction signs (e.g., "No Smoking"). It should include a pictogram flag sign, perpendicular to the wall, for any elevators or rest rooms adjacent to the Lobby. Other signage will include fire and life safety lighted emergency exit signs, emergency evacuation maps, floor directories and weekly calendar of events board(s). The lobby may also include signs acknowledging public officials and donor recognition plaques.

Electrical

Inventory control system requires a standard 110/120 volt 60HZ circuit, high quality, surge and noise free electrical power. Electrical outlet for security system can not be controlled by a switch. Maximum operating current of 6 amps at 120 volts. Can be floor box or wall mounted.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	UNIT EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Bulletin Board	1	0	0
Case, In-Wall Display	1	0	0
Custom built-in, 60"w x 18"d x 72"h, w/ lighting & glass doors			
Directory	1	0	0
Wall-mounted w/ changeable letters - 36" x 24"			
Donor Recognition Wall	1	0	0
Drinking Fountain	2	0	0
18"w x 19"d x 24"h - Built-in			
People Counter, Electronic Eye	1	0	0
Plaque, Dedication	1	0	0
Rack, Literature Display Handout	1	0	0
Wall-mounted			
Sign, Announcement	1	0	0
Wall-hung			



Functional Activity

This will be the main bank of Public Rest Rooms located just off the lobby for library patrons and people attending programs in the meeting rooms.

Relationships

The Public Rest Rooms must be just off the Lobby and close to the Meeting Rooms Complex. The entrance to the rest rooms should be easy to find and convenient to the meeting rooms. The entrance to the rest rooms should be visible from the Circulation Desk if possible. The rest rooms should also be close to the Friends' Bookstore and Coffee Shop.

ADJACENT:

Circulation Desk (Sight Lines)
Public Entrance & Lobby

CLOSE:

Conference Room
Friends' Bookstore, Café, Coffee Shop & Gift Shop
Meeting Room
Circulation Desk
Custodial Sink & Supply Closet

Flexibility

Rather than expand the existing rest rooms, additional rest rooms would be added as necessary. This space requires minimal or no flexibility unless ADA accommodation requirements change.

Fenestration

No windows.

Finishes

This area must be as resistant to vandalism as possible. Floor finishes must be durable, non-slip and low maintenance. Wall finishes, fixtures, stalls and counters should be highly durable, mark resistant and easy to clean.

CEILING:

Water resistant gypsum board with epoxy paint

WALLS:

Glazed ceramic tile with dark grout

FLOOR:

Unglazed ceramic tile with dark grout; Floor drains

STALLS:

Wall mounted high-density solid plastic or stainless steel

FIXTURES:

Sinks: Self-activated
Commodes: Self-activated, wall hung

Access

Accessible sanitary facilities must be provided. If separate public rest rooms are provided for each gender, then separate accessible facilities must also be provided for each gender. If unisex facilities are provided, at least one accessible unisex facility will also be provided within close proximity to the non-accessible facility.

The rest rooms will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide. A 36" wide door with a minimum clearance of 32" is required. Interior doors can



require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height.

In a multiple accommodation toilet room, at least one accessible compartment will be provided. Accessible individual compartment doors will be equipped with an automatic closing device and will provide a clear opening of 32" if located at the end, or 34" if located at the side of the compartment. Opening hardware for the compartment must be centered between 30" and 44" above finished floor and include a loop or u-shaped handle below the latch. The compartment must be a minimum of 60" wide with 18" between the center of the water closet and one sidewall and 42" from the centerline to the opposite wall.

The top of the toilet seat must be 17" to 19" above finished floor. The toilet paper dispenser must be located a minimum of 19" high, within 12" of the front edge of the toilet seat, and provide a continuous paper flow. Side (minimum 42" long) and rear (minimum 36" long) grab bars, which will support at least 250 pounds, are mounted at 33" above the floor.

The lavatory sink height should not exceed 34" and a knee clearance of 29" will be provided. Paper towel dispensers and automatic hand dryers must meet forward and side reach requirements. The sink faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

Audible and visual emergency warning alarms are required. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

All reasonable acoustic dampening is appropriate for the rest rooms. Automatic hand dryers must be adequately sound-dampened from adjacent spaces.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Provide an adequate supply of exhaust and intake air to promote comfort and protect health, with a minimum of 12 air exchanges per hour.

Illumination

Bright lights to give the rest rooms the appearance of being clean and safe. Motion detectors or occupancy sensors should be considered for energy savings.

Security

All rest rooms will be lockable, so they can be locked at night by staff before closing the building; however, anyone inadvertently locked inside should be able to exit the rest room.

Signage

Required signage includes a door-mounted geometric identification symbol to identify Men's (Equilateral triangle 1/4" thick with edges 12" long pointing upward), Women's (12" diameter circle 1/4" thick), or Unisex facilities (12" diameter circle with 1/4" thick triangle superimposed within the circle), which contain no pictogram or letters, centered on the rest room door 60" above the floor in a color which distinctly contrasts with the color of the door.

Additional required signage includes a universal pictogram (white figures on a blue background) and the universal symbol of accessibility; and a verbal description of the room placed immediately below the accessibility symbol ("Unisex", "Men" or "Women") wall-mounted 60" above the finished floor adjacent to the latch side of the door. Characters on the wall-mounted signs must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage includes a room identification number as assigned by facilities staff.

Electrical

Utility receptacles will be required for custodial use. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor. GFI required at sink areas.



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Commode	7	0	0
Rest room			
Diaper Changing Counter	2	0	0
36"w x 18"d			
Hand Dryer	2	0	0
12"w x 7"d x 10"h - wall-mounted			
Mirror, With Shelf	2	0	0
Above counter			
Paper Towel Dispenser	2	0	0
Wall-mounted			
Sink And Counter	4	0	0
Rest room			
Soap Dispenser	4	0	0
5"w x 4"d x 10"h - Wall-mounted			
Stall	7	0	0
Rest room			
Urinal	2	0	0



NON FICTION COLLECTION

1,979 Sq. Ft.

FUNCTIONAL ACTIVITY

The primary function of the Non-Fiction Collection Division is to house the library's Non-Fiction Collection which is central to the library's role as a reference and resource library for the community. Library patrons usually need more assistance finding books in the Non-Fiction Collection than they do in the Fiction Collection so professional staff must be close at hand to provide assistance.

SPATIAL RELATIONSHIPS

The major spatial relationship for the Non-Fiction Collection is that it be close to the Information Services division. Library patrons will typically consult one of the library's on-line public access catalogs (OPACs) in the Information Services Division before heading for the Non-Fiction Collection.

One of the more common scenarios is for a library patron to enter the library and proceed to the OPACs, consult the catalog, and then go to the non-fiction stacks to find one or more books. Patrons will then sit down and look at the books and/or check the books out at the Circulation Desk. Patrons may also find it necessary to consult with the staff for assistance. The library's staff will have frequent need to access the collection to answer reference questions or help patrons locate materials.

CLOSE:

Information Services

PROXIMITY:

Fiction Collection

On-Line Public Access Catalogs (OPAC)

AWAY:

Children's Library

DIVISION SPACE SUMMARY		Sq. Ft.
Non-Fiction Collection & Seating		1,979
TOTAL:		1,979



Functional Activity

After locating books in the non-fiction bookstacks, library patrons may sit down at tables, carrels or in lounge chairs to study the books. To permit a high degree of concentration, it is best if the seating areas are quiet and removed, although they must be easily accessible to the Non-Fiction Collection. Seating should be dispersed throughout the Non-Fiction Collection, not together in one large reading room.

While in the non-fiction bookstacks, patrons may wish to consult the library's catalog several times without having to walk back to the OPAC cluster in Information Services so it is important to have strategically located OPACs in the Non-Fiction Collection and Seating Area. These OPACs should be highly visible to patrons entering the area and they should be relatively close to patrons seated at tables and carrels.

Occupancy

READER SEATS: 21

TECHNOLOGY TASK CHAIRS: 2

TECHNOLOGY STATIONS (STAND-UP): 5

Collections

The adult materials collection will aim to meet the informational and educational needs of the community. This collection will include books on health, business, travel, biographies, technology, science, school assignments, and much, much more. Timely displays of these materials will also be featured on ends of shelving. As a supplement to this collection, the library will subscribe to several online databases. The young adult non-fiction collection, comprised of teen issues, social issues, careers, colleges and scholarships, etc., will also be shelved with the adult non-fiction materials.

- 25,000 Non-Fiction

- 3,000 Performing & Visual Arts

The Victoria Gardens Library will be a part of a complex that features a Regional Performing Arts Theater. As a tie in to that element, the library will house a special collection of performing and visual arts books, located with the non-fiction collection. This collection should draw regional interest being one of a kind in this area.

- 300 Spanish Language Non-Fiction

Spanish language non-fiction will also be housed with the adult non-fiction collection and will also be adjacent to Spanish fiction. This collection will consist of citizenship, English instruction, health, technology, and more.

Relationships

The Non-Fiction Collection and Seating Area should be close to the Information Desk. The area should be easily accessible and in the proximity of the Copy Center, the Reference Collection, and the Fiction Collection and Seating Area. It should be located away from the noise of the Children's Library.

CLOSE:

Information Desk

PROXIMITY:

Copy Center (Information Services)

Fiction Collection & Seating

Reference Collection & Seating

AWAY:

Children's Entrance

Flexibility

This area will need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.



Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens. Computer screens and workstations should be placed at right angles to any windows that may cause glare.

Finishes

The floor finishes must be stain resistant, dirt repellent, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
Fabric wall covering; Corner guards for columns and walls; Hanging track;
Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet
with enhanced backing (No carpet pad permitted); Vinyl or tile floor
around any water fountains

Access

The Non-Fiction Collection and Seating Area must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 1/2" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

Unless equivalent seating is readily accessible, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

While this area will be relatively busy with patrons coming and going, it should provide some refuge from the hustle and bustle of the rest of the library. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. Bookstacks should be located as a buffer to the reader seating in this area so



that patrons can escape for quiet reading, study or undisturbed thought. A white noise or sound masking system may be required to provide an appropriate environment for reading, study, or browsing.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spot lights are not acceptable.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

The Non-Fiction Collection will be supervised by staff at the Information Desk. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Any areas not easily observed by desk staff may require monitoring by a security camera.

Signage

Required signage includes major area directional and identification signs which can be seen from the lobby, Circulation Desk, OPAC Area, and Reference Area. These directional signs ("Non-Fiction Collection") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Non-Fiction Collection") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.



Signage requirements may include directional signs for major collection categories, such as "Biography," "History," and "Art and Architecture." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "Emergency Exit Only - Alarm will Sound"), changeable and permanent information signs (e.g., "Please Do Not Reshelve Library Materials"), and donor recognition plaques.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number. Minimum service is based on one dedicated 20-amp circuit per two to four technology workstations, with additional service provided for future growth. Electrical outlets should be located in all support columns and along perimeter walls at 10-foot intervals at not less than 15" above finished floor. Utility receptacles will be required for custodial use.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT EXTENDED Sq. Ft.	Sq. Ft.
Description of Shelving Units			
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	8	18	144
3'W x 24"D unit w/end panels			
2400 Performing And Visual Arts Books			
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	60	18	1,080
3'W x 24"D unit w/end panels			
20000 Non-Fiction			
36" Aisle SF 90"H Steel Shelving W/ 6 Shelves	3	12	36
3'W x 12"D unit w/end panels			
350 Spanish Language Non-Fiction			
Description of Furniture & Equipment Units			
Carrel, Reader's Wood	3	35	105
42"W x 30"D (1 Person) w/ power & data management & task light			
Chair, Reader's	21	0	0
21"W x 21"D			
Chair, Technology Workstation	2	0	0
21"W x 21"D			
Computer, Public Desktop	7	0	0
CPU, w/ monitor, keyboard & mouse			
Stool, Kick-Step	4	0	0
Table, Accessible - Adjustable Height (Electrical)	1	30	30
36"W x 30"D x 22" - 50"H (1 Person) single surface			
Table, Accessible - Adjustable Height (Electrical)	1	40	40
48"W x 30"D x 22" - 50"H (1 Person) single surface			
Table, Reader's	4	90	360
72"W x 36"D x 29"H (4 Person)			
Technology Carrel	2	40	80
41"W x 30"D (1 Person) sit-down w/ power & data management			
Technology Station	5	20	100
36"W x 30"D (1 Person) stand-up - against stackend w/power & data			
Waste Basket	1	4	4



Furniture & Equipment and Shelving Units

UNIT	UNIT EXTENDED
QTY	Sq. Ft. Sq. Ft.

13'w x 15'd x 15'h



FUNCTIONAL ACTIVITY

The primary function of this division is to provide public access to periodicals (magazines, newspapers and other publications of a serial nature). The library's current magazines and newspapers will typically be housed on hinged slanted display shelving with back issues stored on a flat shelf underneath.

Full-text of back issues will be available directly on-line.

SPATIAL RELATIONSHIPS

In some libraries, the Periodicals Collection Area is near the front of the library close to the new books or part of the Browsing Area. The Current Magazine and Newspaper Area can be located anywhere in the adult library as long as the public can find it easily and the space is relatively quiet.

PROXIMITY:

Quiet Reading Area
Information Services
Copy Center (Information Services)

DIVISION SPACE SUMMARY	Sq. Ft.
Current Magazine & Newspaper Display & Seating	552
TOTAL:	552



Functional Activity

Library patrons will browse and read current magazines and newspapers in this space which is sometimes referred to as the library's "living room." The space should be comfortable and inviting for relatively long stays. Current magazines and newspapers will be displayed face out on sloped shelves.

Occupancy

READER SEATS: 12

TECHNOLOGY STATION (STAND-UP): 1

Collections

The periodicals section will primarily be for recreational reading, since most magazine and newspapers backfiles are now online. Both magazine and newspaper subscriptions will be housed in this area, and will be located adjacent to the "quiet room." The most current edition of each magazine will be displayed face-out in this area on special magazine shelving (with back issues accessible behind them). The most current edition of each newspaper will also be displayed with back issues available to patrons.

Also included in this periodicals area will be a selection of Performing & Visual Arts magazines (as a supplement to our special collection of performing and visual arts books in the adult non-fiction area). General magazine subscriptions will also include Spanish and Chinese language titles.

All back issues of magazines can be circulated.

- 216 Current Magazines (including a selection of Performing & Visual Arts titles)
- 18 Current Newspapers (in English, Spanish and Chinese)
- 9 Current Young Adult Magazines (to be housed in the Teen Room)
- 20 Current Children's Magazines (to be housed in the Children's Room)

Relationships

The location of the Current Magazine and Newspaper Display Area is flexible. While some staff and patrons prefer it near the high use browsing collections, others prefer it to be more removed from the heavy traffic near the Library Entrance. This space, the "living room" of the library, should be a relaxing environment where patrons can read magazines and newspapers at their leisure. Wherever it is located, it will be advantageous if the staff at the Circulation Desk or Reference Desk can provide supervision and assistance as needed.

PROXIMITY:

Copy Center (Information Services)
Information Desk or Circulation Desk

Flexibility

This area may need to be expanded, reduced or converted to PC usage. There is a higher probability of change in this area than in many others, so flexibility is an absolute requirement.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

- Acoustical tile
- WALLS:** Paint (Latex semi-gloss recommended); Sisal, Vinyl, or Fabric wall covering; Corner guards for columns and walls; Hanging track; Vinyl or carpet cove base
- FLOOR:** Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted); Vinyl or tile floor around any water fountains

Access

The Current Magazine and Newspaper Display and Seating Area must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 1/2" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Current periodicals must be accessible with a maximum side reach of 54" above the finished floor (48" preferred), and a front reach of no more than 48" above the finished floor. Shelving units should be no higher than 66" inches, or three sloped display shelves, high. Range and side aisles in magazine display areas must be a minimum of 44" wide.

Unless equivalent seating is readily accessible, a minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This area will be moderately noisy. The Periodicals Collection Area is frequently used by both adult patrons looking for quiet space to read and young adults and students in search of school report materials. Both patrons and librarians will be grateful for any reduction in noise provided by acoustical finishes and design. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. A white noise or sound masking system may be required to provide an appropriate environment for reading, study, or undisturbed browsing.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor on the periodical shelving. Lighting must be evenly distributed from one end of a range to the other and from the top to the bottom of the shelving unit. Provide non-glare and shadowless light for an even distribution of light on magazine covers.



Provide a minimum of 30 to 40 foot candles of ambient light supplemented with floor lamp or table lamp task lighting for a softer lighting quality. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per seat for network enabled tables or carrels. Provide network connectivity to at least one half of the tables and carrels in this area for laptop use. The outlets can be wall-mounted at 15" above the finished floor or in recessed floor boxes accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every two data drops provided.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space.

Security

The Periodicals Collection will be supervised by staff at the Circulation Desk or the Information Desk. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Any areas not easily observed by desk staff may require monitoring by a security camera.

Signage

Required signage includes a major area directional and identification sign which can be seen from the Lobby and Circulation Desk. This directional sign ("Current Periodicals" or "Magazine Reading Room") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Periodicals") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements may include directional signs for major collection categories, such as "Newspapers," and "Magazines." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Cell Phones"), changeable and permanent information signs (e.g., "Magazines Do Not Circulate"), and donor recognition plaques.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number. Minimum service is based on one dedicated 20-amp circuit per two to four technology workstations, with additional service provided for future growth. Electrical outlets should be located in all support columns and along perimeter walls at 10-foot intervals at not less than 15" above finished floor. Utility receptacles will be required for custodial use.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT EXTENDED Sq. Ft.	Sq. Ft.
Description of Shelving Units			
44" Aisle DF 66"H Magazine Display Shelving W/6 Shelves 3'W x 24'D unit w/ flip up sloping shelf & shelf underneath	12	22	264



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
216 Current Magazines			
44" Aisle SF 66"H Newspaper Display Shelving W/3 Shelve	2	14	28
3'W x 12"D unit w/ fixed sloping shelf			
18 Current Newspapers			

Description of Furniture & Equipment Units

Chair, Reader's	12	0	0
21'w x 21'd			
Computer, Public Desktop	1	0	0
CPU, mouse & keyboard, w/15" flat plasma monitor			
Table, Reader's	3	80	240
48" diameter x 29'h (4 Person)			
Technology Station	1	20	20
36'w x 30d (1 Person) stand-up - against stackend w/power & data			



FUNCTIONAL ACTIVITY

The primary function of the Popular Materials Area is for the display of new books and media, topical displays, and other portions of the popular library as appropriate. The Popular Materials Area will provide an attractive display of recent library acquisitions in a comfortable setting.

SPATIAL RELATIONSHIPS

When patrons enter the library, they should be able to see the Browsing Area. Many will enter this area, select a new book, and leave the library by way of the Circulation Desk. Others will enter the library, browse in this area, and then go to other areas of the library.

When patrons enter the library, they should be able to see the Popular Materials Area. Many will enter this area, select a new book, and leave the library by way of the Circulation Desk. Others will enter the library, browse in this area, and then go to other areas of the library.

Parents may enter the library, drop their child off in the Children's Library, and then return to the Popular Materials Area to select a book for themselves. The Children's Library should be visible from and close to the Popular Materials Area so that parents can supervise their children while they are browsing through the new materials.

Patrons may enter the library and browse in the Popular Materials Area, go on to the Fiction Collection to select additional books, and return to the Circulation Desk before leaving the library. For this reason, it is advantageous to have the Popular Materials Area in proximity to the Fiction Collection.

ADJACENT:

Circulation Desk

CLOSE:

Library Entrance

PROXIMITY:

Fiction Collection

DIVISION SPACE SUMMARY		Sq. Ft.
Popular Materials Area		961
TOTAL:		961



Functional Activity

This area houses new library books, videos, dvd's and software programs, many of which will be displayed face-out to increase their visibility and appeal to patrons. Many patrons will enter this area and browse, but finding a book or media item on a subject that interests them may also prompt them to check the library's catalog for other books on the subject, therefore it is important to have OPACs located within this space for reference. Overall, this area should have the appearance and feel of a marketing space and the shelving which houses the books should be attractive display units.

Occupancy

TECHNOLOGY STATIONS (STAND-UP): 2

Collections

This exciting space, designed to capture the best of merchandizing from bookstores and library, displays the newest and most popular of the library's many collections using bookstore display shelving:

Browsing: 2,400 new books and popular titles and topics. This area features browseable new books featured "face out" and displays such as cookbooks, biographies, travel, and other timely topics.

Media Collections: This is the area to display DVD's, Videos, Audios, and CD's and all the popular media programs held by the library.

- 3,000 Audio Compact Discs
- 1,200 Audio Book Cassettes
- 1,250 Audio Book CDs
- 2,800 DVD's featuring documentaries and feature films
- 1,500 Video Cassettes
- 900 CD ROM software programs for all ages

- 4,000 Paperback books:

These popular items are displayed on spinners and readily browseable by genres:

Mysteries, Westerns, Science Fiction and Romance

Relationships

The Popular Materials Area should be highly visible, and just off the main traffic path in the library. It should be visible from the Children's Library since many patrons will browse for new books and AV materials during the same visit to the library while their children attend a program in the Children's Library.

ADJACENT:

Circulation Desk

CLOSE:

Library Entrance

PROXIMITY:

Fiction Collection

AWAY:

Quiet Reading Room
Non-Fiction Collection & Seating
Reference Collection & Seating

Flexibility

This area may need to be expanded in the future as it grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
Fabric wall covering; Corner guards for columns and walls; Hanging track;
Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet
with enhanced backing (No carpet pad permitted); Vinyl or tile floor
around any water fountains

Access

The Popular Materials Area will be accessible by means of a 36" aisle. The accessible aisle requirement is increased in increments of 1 1/2" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

A minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This area will be fairly noisy because of its heavy use and its proximity to the Circulation Desk and Children's Area. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles to keep the noise in this space from spreading throughout the library. A white noise or sound masking system may be required to provide an appropriate environment for reading or undisturbed browsing.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in browsing areas.

Illumination



Provide 30 foot candles vertically at 30" above the floor in book display shelving. Lighting must be evenly distributed on the display unit from one end of a range to the other and from the top to the bottom of the unit. The use of accent lighting is encouraged to help draw patrons to this area. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at each of the OPAC locations.

Provide one single data drop (jack) for every network enabled carrel or reader seat. Outlets can be wall-mounted at 6" above the carrel work surface or in recessed floor boxes accommodating two, four or more drops (jacks). Alternatively the data cabling can be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

Security

This area will be supervised by the staff at the Circulation Desk. Sight lines from the Circulation Desk to the Popular Materials Area should not be obstructed.

Signage

Required signage includes major area directional and identification sign which can be seen from the Library Entrance, OPAC Area, and Circulation Desk. This directional sign ("Popular Materials" or "Browsing Area") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Popular Materials" or "Browsing Area") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Cell Phones"), changeable and permanent information signs (e.g., "New Books Circulate for One Week"), and donor recognition plaques.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number. Minimum service is based on one dedicated 20-amp circuit per two to four technology workstations, with additional service provided for future growth. Electrical outlets should be located in all support columns and along perimeter walls at 10-foot intervals at not less than 15" above finished floor. Utility receptacles will be required for custodial use.

Furniture & Equipment and Shelving Units

Description of Shelving Units	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
36" Aisle DF 58"H Bookstore Display Shelving	3	27	81
3"W x 36"D w/10 angled shelves			
900 Video Cassette			
36" Aisle DF 58"H Bookstore Display Shelving	2	27	54
3"W x 36"D w/10 angled shelves			
1400 DVD			



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
36" Aisle DF 58"H Bookstore Display Shelving 3"W x 36"D w/10 angled shelves 450 CD-ROM	2	27	54
36" Aisle DF 58"H Bookstore Display Shelving 3"W x 36"D w/10 angled shelves 750 Audio Book CD (CD ROM)	1	27	27
36" Aisle DF 58"H Bookstore Display Shelving 3"W x 36"D w/10 angled shelves 2100 Audio Compact Disc (CD)	3	27	81
36" Aisle DF 58"H Bookstore Display Shelving 3"W x 36"D w/10 angled shelves 600 Audio Book Cassette	2	27	54
36" Aisle DF 58"H Bookstore Display Shelving 3"W x 36"D w/10 angled shelves 1200 Browsing	10	27	270
Paperback "Spinner" W/ 4 Rotor Towers Four 6 Tier Rotor Towers 2200 Paperbacks	4	70	280

Description of Furniture & Equipment Units

Computer, OPAC Desktop CPU, w/ monitor, keyboard & mouse	2	0	0
Technology Carrel 36"w x 30"d (1 Person) stand-up w/ power & data management	2	30	60



QUIET READING ROOM

654 Sq. Ft.

FUNCTIONAL ACTIVITY

This area should be a quiet and reflective space where patrons feel comfortable reading and working quietly. Designed for individual use, it will be self-policing and should be designed to eliminate the urge to talk or consider group functions.

SPATIAL RELATIONSHIPS

The Quiet Reading Area could be located anywhere in the library away from high traffic areas, but it could be close to the Periodicals area for convenient use of that collection.

CLOSE:

Periodicals Collection & Seating

PROXIMITY:

Information Desk

AWAY:

Children's Library

Teen Area

DIVISION SPACE SUMMARY

Sq. Ft.

Quiet Reading Room

654

TOTAL:

654



Occupancy

LOUNGE CHAIRS: 4
READERS SEATS: 14

Relationships

The Quiet Reading Area could be located anywhere in the library away from high traffic areas, but it could be close to the Periodicals area for convenient use of that collection.

CLOSE:

Periodicals Collection & Seating

PROXIMITY:

Information Desk

AWAY:

Children's Library
Teen Area

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Access

The Quiet Reading Room must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 1/2" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

A minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This area should be a separate room and must be kept quieter than the rest of the library. Patrons will want quiet for concentration and study. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles to lessen the external noise which enters this room.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for human comfort. Thermostats in public areas should have lockable covers. Ductwork



should be baffled to prevent unacceptable noise levels in reading room.

Illumination

Reading areas: 30 to 40 foot-candles measured horizontally at work surface augmented with task lighting for a combination of ambient and task lighting of 50 foot-candles

Security

Sight lines to the room, which should have a glass wall and a glass door to the public area, must be unobstructed.

Signage

Required signage includes a permanent room identification sign ("Quiet Reading Room") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include an "In-Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number. Minimum service is based on one dedicated 20-amp circuit per two to four technology workstations, with additional service provided for future growth. Electrical outlets should be located in all support columns and along perimeter walls at 10-foot intervals at not less than 15" above finished floor. Utility receptacles will be required for custodial use.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Carrel, Reader's Wood	4	35	140
42" w x 30" d (1 Person) w/ power & data management & task light			
Chair, Lounge	4	35	140
36" w x 36" d			
Chair, Reader's	14	0	0
21" w x 21" d			
Table, End	2	12	24
30" w x 30" d x 20" h			
Table, Reader's	10	35	350
36" w x 30" d x 29" h (1 Person)			



FUNCTIONAL ACTIVITY

The Technology Center will provide a space that will be set up permanently for computer use and training to teach the use of the library's on-line catalog, databases, Internet searching, and various software applications. This room will be available for staff training and library programming as well as provide general access to computers for the public. The room will have training tables, multimedia computers, an instructor's station, and sound and data projection systems.

DIVISION SPACE SUMMARY		Sq. Ft.
Technology Center		609
TOTAL:		609



Functional Activity

The Technology Center will provide a space that will be set up permanently for computer use and training to teach the use of the library's on-line catalog, databases, Internet searching, and various software applications. This room will be available for staff training and library programming as well as provide general access to computers for the public. The room will have training tables, multimedia computers, an instructor's station, and sound and data projection systems.

Occupancy

TECHNOLOGY TASK CHAIRS: 20
ADA TECHNOLOGY STATION & CHAIR: 1
STAFF TECHNOLOGY TASK CHAIR: 1

Relationships

This room should be adjacent to the Circulation Desk, Library entrance and Teen Area, since that staff will be directly supervising the Technology Center. It should be located near the public entrance and lobby to allow for after-hours access to the Center. The Technology Center should be easily accessible from the Teen Area and to the Public Rest Rooms.

CLOSE:

Teen Area
Library Entrance
Public Rest Rooms
Circulation Desk

PROXIMITY:

Back to Basics Literacy Center

AWAY:

Quiet Reading Room

Flexibility

It is not anticipated that this room would change purpose or require expansion.

Fenestration

Any natural light in this area must be controlled to avoid glare on the computer screens or interference with multimedia presentations. Interior windows will require roller shades or other room darkening devices in order to ensure high quality presentations.

Finishes

All finishes in this area must be as indestructible as possible since there will be unsupervised public use. The floor finishes must be stain resistant, dirt repellant, attractive and low maintenance. Wall finishes should be attractive, durable, mark resistant and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Glass window; Vinyl with tackable acoustical panels for sound absorption; Chair rail; Multiple white boards or chalkboards with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base; Hanging track; Projection screen

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Computer Lab/Training Room must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 1/2" per 5' in distance to the



nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" in height.

A minimum of 5%, but no less than one technology training workstation will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Portable assistive listening technology may be substituted for permanently installed technology in rooms that do not have fixed seating, or which seat less than 50 and do not have a sound amplification system. The system may be used to serve more than one room. Electrical outlets must be provided to support any portable assistive listening technology.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finish floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail. Signage will also be provided to notify patrons of the availability of an assistive listening system.

Acoustics

This room will generate a fair amount of noise because of the exchange between the students and the instructor, amplified sound and voice, and noise generated from the equipment. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and cooling with a relative humidity of 35 to 60%. Ventilation requires a dust filtration system and must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the Training Room.

Illumination

Light levels of 50 foot candles at table top are preferred, but at least 30 to 40 foot candles must be maintained. Lighting must be dimmable for high quality multimedia presentation as well as potential energy savings. Light controls should be located at the entrance and at any instructor's stations. The lights at the front of the room should be dimmable so that the AV screen is visible. Lights in the remainder of the room should be independently controlled so that they may be at a slightly higher level for note taking. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the main presentation location(s); and one single data drop (jack) for



each computer-training seat.

Outlets (faceplates) can be configured to accommodate two, four or more drops (jacks). The outlets can be wall-mounted at 6" above the work surfaces for training tables or technology carrels adjacent to the walls, or in recessed floor boxes for island conditions. The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor. Optionally, one standard quad communications outlet (two voice and two data) co-located with associated power at the network or server equipment location.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space.

Audio - Visual

The computer training will be greatly enhanced by providing the ability for students to view a large screen projected image of the instructor's computer screen. This may be accomplished through the use of portable or installed equipment. Use of video monitors is not advised. Large plasma screens (50" or larger) may be used in small rooms. A portable projector may be positioned on a mobile cart at the front of the room. An installed projector may be mounted at the ceiling or mounted at a shelf or cabinet at the back of the room. Caution should be exercised in placing projectors at the rear of the room to ensure that light fixtures, people, furniture or other objects in the path of the projected light, do not obstruct images. Images may be displayed onto a projection screen at the front of the training room. The top of the screen should be located at least 6 inches from the top of the wall to minimize reflections off the ceiling. The bottom edge of the screen should not be lower than 4 feet from the floor to provide a clear sight line to the entire screen from any seat in the room.

Use of installed projection equipment may require conduit installation for routing of cabling between the projector and the instructor's workstation. It may also be desirable to provide the ability to display videotape or other pre-recorded video media. Depending on the nature of the computer applications being used, it may or may not be necessary to provide speakers for sound reproduction. If videotape playback capability is provided, loudspeakers and sound amplification will be required. Connections to television distribution feeds (e.g., cable TV) may also be appropriate.

Security

Technology Center staff will monitor the use of the room. This room requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access. It should have its own intrusion detection alarm system.

Signage

Required signage includes a well-lighted major area directional and identification sign which can be seen from the Public Entrance or Lobby. This directional sign ("Computer Lab/Training Room") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Required signage includes a permanent room identification sign ("Computer Lab/ Training Room") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include a sign carrier for posting schedules. Signage requirement includes room identification number as assigned by facilities or custodial staff.



Additional requirements include fire and life safety lighted exit signs, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Internet Classes on Saturday"), and donor recognition plaques.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number in all wall, floor box, and ceiling locations, and at a minimum of 4-foot intervals along any technology counters. Minimum service is based on one 20-amp circuit per two to four planned or potential electronic workstations. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor. Utility receptacles will be required for custodial use.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Technology Workstation 21" w x 21" d	21	0	0
Computer, Public Desktop CPU, mouse & keyboard, w/15" flat plasma monitor	21	0	0
Computer, Staff Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	1	0	0
Instructor's Station, Systems Furniture 36" w x 30" d (1 Person) - sit-down w/ power & data management	1	60	60
Printer, Laser (B&W)	3	0	0
Projection Screen, Motorized Ceiling Front projection	1	0	0
Projector, Ceiling Mounted 17" w x 16" d x 7" h - AV & computer, LCD to DLP	1	0	0
Technology Carrel, Adjustable (Manual) Height 51" w x 30" d x 22" - 50" h (1 Person) w/ power & data management	1	45	45
Technology Training Table, Computer Lab 72" w x 30" d (2 Person) sit-down	10	50	500
Telephone Handset	1	0	0
Waste Basket 13" w x 15" d x 15" h	1	4	4
White Board 4' x 10' - erasable marker board	1	0	0



FUNCTIONAL ACTIVITY

The function of this division is to provide services to young adults (primarily ages 12 to 16) by giving them a space in the library that they can call their own with collections and special study areas. Because of the "in-between" age, young adults often fall through the cracks with respect to library service. They are too old for the Children's Library, but frequently not mature enough to utilize the services and collections of the adult library. In this space, the needs of young adults can be met with special collections, limited privacy, and the ability for young adults to exchange ideas conversationally without disturbing other patrons or staff.

SPATIAL RELATIONSHIPS

The Young Adult Services Division should be very close to the Popular Materials Area since young adults will be heavy users of this collection. The YA Division should also be relatively close to the Circulation Services Division so that staff can supervise the young people. It should be in the proximity of the Information Services Division to encourage youth to begin to make use of reference collections and services. However, it should not be located too close to Information Services because the noise generated in the YA Division may disturb the patrons who need quiet for study or research.

CLOSE:

Technology Center

PROXIMITY:

Circulation Services
Popular Materials Area
Information Services

AWAY:

Quiet Reading Room

DIVISION SPACE SUMMARY		Sq. Ft.
Teen Group Study Room		179
Young Adult Collection & Seating		794
TOTAL:		973



Functional Activity

This room will serve as a quiet study room for young adults. It may also serve as a space for small group meetings, peer tutoring, a small multimedia viewing or listening room, internet use, or a workroom for teens to work on collaborative projects. The activity and noise level in this room may be high, so acoustical treatment to contain the sound will be necessary.

The Study/Tutoring Room should be located in a public area where it is highly visible to staff at a nearby service desk or workroom. The room needs to be a "glass box" to maximize supervision with at least one interior wall of glass.

Occupancy

READER SEATS: 6

Relationships

The Young Adult Study/Tutoring Room should be adjacent to the Young Adult Collection and Seating Area. The Study/Tutoring Room should be visible from the Information Desk so that the staff can supervise the room, assist youth with homework assignments and encourage them to use other library resources.

ADJACENT:

Young Adult Collection & Seating

PROXIMITY:

Circulation Desk
Information Desk

Flexibility

This area would not be expanded although additional study rooms might be added. It is possible that the room may not serve its intended purpose or other space needs may become more critical, so design should allow for flexibility.

Fenestration

Although natural light is desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices.

Finishes

All finishes in this area must be as indestructible as possible. The floor finishes must be stain resistant, dirt repellant, attractive and low maintenance. Wall finishes should be attractive durable, mark resistant and easy to clean.

CEILING:

Acoustical tile

WALLS:

Glass window; Paint (Latex semi-gloss recommended); Vinyl with tackable acoustical panels for sound absorption; Chair rail; White board or chalkboard with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Study/Tutoring Room must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 1/2" per 5' in distance from the nearest cross aisle, foyer, or exit. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must



be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" in height.

Unless other equivalent study space is available, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

Moderate to high acoustical isolation is required to ensure quiet study in this room, and to contain any noise generated by group study, tutoring, or multimedia presentation. The room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles.

HVAC

Temperature should be maintained between 68° and 72° when heating and 72° to 78° when cooling, for comfort and energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Enclosed room requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in study rooms.

Illumination

Minimum light level of 30 to 40 foot candles with 50 foot candles preferred over the table top. Lighting should be dimmable for multimedia viewing and extended computer use. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) wall-mounted at 15" above the finished floor on a minimum of two walls or wall-mounted at 6" above the work surface for any fixed counters. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Audio - Visual

The Study/Tutoring Room will support the use of portable audiovisual equipment. A power receptacle should be located in a position suitable for a mobile cart to be plugged in and viewed from the table. A television distribution outlet should be provided adjacent to the power outlet. A projection screen or unobstructed wall surface (smooth texture, white paint) should be provided for use of portable film (e.g., 35mm slide) or computer projector.

Security



The Study/Tutoring Room must be readily supervised by staff at the nearest service desk. Sight lines to the room, which should have a glass wall and a glass door to the public area, must be unobstructed. Access to the room may be controlled by remote electronic switch at the desk, or by mechanical lock and key, electronic keypad, or magnetic card reader.

Signage

Required signage includes a permanent room identification sign ("Study Room" or "Quiet Study") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include an "In-Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets will be co-located with data jacks in sufficient number. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT EXTENDED Sq. Ft.	Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Group Study At table or counter - 21"w x 21"d	6	0	0
Clock Wall-mounted	1	0	0
Table, Group Study 72"w x 48"d x 29"h (6 Person)	1	175	175
Waste Basket 13"w x 15"d x 15'h	1	4	4
White Board 3' x 6' - erasable marker board	1	0	0



Functional Activity

Young adults will congregate in this space to find books and magazines, and to read, study and talk with their friends. There will be a good deal of interaction between the young people, and the tables and chairs should be arranged to permit some socializing. This area should be somewhat out of the way to keep the noise level from disturbing other library patrons, however the space must be easily supervised by staff at the nearest service desk.

Occupancy

READER SEATS: 12

TECHNOLOGY TASK CHAIRS: 14

Collections

Whereas young adult non-fiction will be housed with the adult non-fiction collection, young adult fiction (both hardcover and paperbacks), Cliffs Notes, and teen-oriented magazines will be shelved in the Teen Area. These collections will maintain classics required for school reading lists, but will also include popular materials. Popular magazines belong in every teen area. Whereas these will primarily serve as recreational reading, periodicals needed for school assignments can be accessed full-text online via the magazine index.

More educational resources will be available online (through subscription databases) at terminals in the Teen Area.

- 500 YA Fiction (hardcover)
- 3,000 YA Paperbacks – popular mainstream authors and classics
- 500 Cliffs Notes
- 9 Magazine Subscriptions

Relationships

The Young Adult Collection and Seating area should be adjacent to both Study/Tutoring Rooms in the Young Adult Division and close to the AV Collection and Seating Area. Young adults will be some of the heaviest users of the AV materials and will be going back and forth between these two areas. This area should also be near the Circulation Desk or Reference Desk so that staff may supervise the young adults, but the space should not be near the Children's Library. The Young Adult Collection and Seating Area should be visible from the Reference Desk so that the staff can assist teens with homework assignments and encourage them to use other library resources.

ADJACENT:

Study/Tutoring Rooms (Teen Area)

CLOSE:

AV Collection & Seating
Circulation Desk

PROXIMITY:

Information Desk

AWAY:

Children's Entrance

Flexibility

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

All finishes in this area must be as indestructible as possible. The floor finishes must be



stain resistant, dirt repellent, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean. Since a special effort is being made to serve young adults in this area, the interior design should include graphics, banners, and posters that appeal to teens.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or Fabric wall covering with tackable acoustical panels; Corner guards for columns and walls; Hanging track; Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted); Vinyl or tile floor around any water fountains

Access

The Young Adult Collection and Seating Area must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 1/2" per 5' in distance from the nearest cross aisle, foyer, or exit. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

A minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

A moderate to high level of acoustical dampening is required to keep noise generated in this area from spreading throughout the library. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books. Books housed



on single-faced shelving units should be highlighted to attract patrons to these collections. Spot lights are not acceptable.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens.

The use of non-glare accent lighting to highlight this space is encouraged to help draw young adults to this area. Consider use of neon light in this space to attract young adults. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

Staff at the Circulation and/or Technology Center Desks will supervise this area. It is critical that staff can view the entire space, including bookstack and seating areas. If this space is located within a room for sound attenuation, a window wall should provide unobstructed views of the occupants in the room from the Circulation and/or Technology Desks.

Signage

Required signage includes a major area directional and identification sign which can be seen from the Lobby, Circulation Desk, OPAC Area, and Information Desk. This directional sign ("Teen Area") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Teen Area") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements may include directional signs for major collection category names, such as "Classics," "Paperbacks," and "New Books." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Please do not reshelve library materials"), and donor recognition plaques.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number. Minimum service is based on one dedicated 20-amp circuit per two to four technology workstations, with additional service provided for future growth. Electrical outlets should be located in all support columns and along perimeter walls at 10-foot intervals at not less than 15" above finished floor. Utility receptacles will be required for custodial use.



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 3'W x 12"D unit w/end panels & canopy top 400 Cliff Notes	1	12	12
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 3'W x 12"D unit w/end panels & canopy top 300 Young Adult	2	12	24
44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves 3'W x 12"D unit w/ flip up sloping shelf & shelf underneath 9 Young Adult Current Magazines	1	14	14
Paperback SF 66" Shelving Unit W/ 5 Divider Shelves 3'W x 12"D unit 1200 Young Adult Paperbacks	7	12	84

Description of Furniture & Equipment Units

Booth (4 Person) Restaurant Style Booth Seating	3	135	405
Chair, Reader's 21"w x 21"d	12	0	0
Computer, OPAC Desktop CPU, w/ monitor, keyboard & mouse	2	0	0
Computer, Public Desktop CPU, w/ monitor, keyboard & mouse	12	0	0
Study Counter 8'w x 30"d - against wall	1	55	55
Table, Reader's 48" diameter x 29"h (4 Person)	2	80	160
Technology Counter 36" w x 30" d (1 Person) stand-up - against wall w/ power & data management	2	20	40



Net Sq. Ft. Summary for Furniture & Equipment and Shelving

Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Inventory Items:</u>			
Art Print Framed	1	0	0
Atlas Case 31"w x 25"d x 43"h w/ 5 shelves	1	25	25
Atlas Case, Child's 32"w x 21"d x 34"h w/ 4 shelves	1	25	25
AV/Technology Equipment Cart, Large 32"w x 24"d x 44"h	1	15	15
Bar Code Reader, Fixed Mount	3	0	0
Bar Code Reader, Hand-Held	4	0	0
Book Bin, Depressible In Circulation Desk	2	0	0
Book Bin, Depressible	4	10	40
Book Display Bin 24"d x 42"w x 34"h w/2 bins	1	50	50
Book Truck 36"w x 24"d	17	10	170
Booth (4 Person) Restaurant Style Booth Seating	3	135	405
Box, Cardboard In transition or storage	26	4	104
Bulletin Board	9	0	0
Cabinets, Above Counter 1 linear foot x 24"d	33	0	0
Cabinets, Above Counter (Lockable) 1 linear foot x 24"d	23	0	0
Cabinets, Below Counter 1 linear foot x 24"d	16	0	0
Cabinets, Below Counter (Lockable) 1 linear foot x 24"d	20	0	0
Cabinets, Full Height 1 linear foot x 24"d	4	5	20
Cabinets, Full Height (Lockable) 1 linear foot x 24"d	3	5	15
Carpet Cleaning Machine	1	5	5
Carrel, Reader's Wood 42"w x 30"d (1 Person) w/ power & data management & task light	7	35	245
Case, In-Wall Display Custom built-in, 60"w x 18"d x 72"h, w/ lighting & glass doors	4	0	0



Furniture and Equipment

UNIT	UNIT	EXTENDED
QTY	Sq. Ft.	Sq. Ft.

Inventory Items:

Cash Register	1	0	0
CD/Cassette Tape Player 17"w x 10"d x 7"h	1	0	0
Chair, Café	8	0	0
Chair, Child's 14"w x 13"d x 10-16"h	12	0	0
Chair, Child's Stacking 14"w x 14"d	24	0	0
Chair, Conference Room At conference table - 26"w x 28"d	6	0	0
Chair, Group Study At table or counter - 21"w x 21"d	14	0	0
Chair, Juvenile 16"w x 16"d x 16-18"h	40	0	0
Chair, Lounge 36"w x 36"d	4	35	140
Chair, Professional's Low back high quality with casters	1	0	0
Chair, Reader's 21"w x 21"d	87	0	0
Chair, Rocking 20"w x 31"d	1	20	20
Chair, Supervisor's Mid-back mid-quality	1	0	0
Chair, Task Low back mid-quality with casters 25"w x 25"d	23	0	0
Chair, Technology Workstation 21"w x 21"d	37	0	0
Chair, Technology Workstation Task Low back mid-quality with casters 25"w x 25"d	15	0	0
Chair, Visitor's	4	15	60
Change Machine (Bill & Coin) Wall-mounted, 12"w x 15"d x 22"h	1	15	15
Children's Craft Counter 6"w x 30"d - against wall	1	40	40
Children's Play Fixture Children's play and reading structure	1	100	100
Cleaning Cart 38"w x 20"d x 38"h	1	15	15
Clock Wall-mounted	8	0	0
Coat & Hat Rack	1	0	0
Coffee Maker/Urn	1	0	0



Furniture and Equipment

UNIT	UNIT	EXTENDED
QTY	Sq. Ft.	Sq. Ft.

Inventory Items:

Commode Rest room	10	0	0
Computer Server, Mini (CPU) Floor-mounted - 24"w x 30"d x 30"h	1	25	25
Computer, OPAC Desktop CPU, w/ monitor, keyboard & mouse	4	0	0
Computer, Public Desktop CPU, mouse & keyboard, w/15" flat plasma monitor	70	0	0
Computer, Staff Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	17	0	0
Console, Computer System Video monitor & keyboard w/ direct connection to server or minicomputer	1	0	0
Copier, B&W Freestanding Floor unit w/ collator & enlarger 60"w x 30"d x 40"h	2	50	100
Copier, Color Freestanding Floor unit w/ collator & enlarger 60"w x 30"d x 40"h	1	50	50
Cot, Sick Bay 27"w x 76"d x 17"h - folding	1	40	40
Credenza 60"w x 24"d x 30"h	1	25	25
Cushion, Floor 16"w x 16"d	40	10	280
Cutting Board, Kitchen 22"w x 18"d x 1"h	1	0	0
Desk, Branch Manager's 66"w x 36"d	1	65	65
Diaper Changing Counter 36"w x 18"d	3	0	0
Dictionary Stand 24"w x 14"d x 43"h w/ 3 shelves	2	10	20
Dictionary Stand, Child's 24"w x 14"d x 35"h w/ 2 shelves	1	12	12
Directory Wall-mounted w/ changeable letters - 36" x 24"	1	0	0
Donor Recognition Wall	1	0	0
Drinking Fountain 18"w x 19"d x 24"h - Built-in	2	0	0
DSU/CSU Telecommunications Device 6"w x 12"d x 3"h - Connects computer system to telephone system	1	0	0
FAX Machine, Desktop 30"w x 17"d x 21"h	2	0	0
FAX Machine, Desktop Card-Operated 18"w x 17"d x 13"h	1	0	0



Furniture and Equipment

UNIT	UNIT	EXTENDED
QTY	Sq. Ft.	Sq. Ft.

Inventory Items:

File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	2	20	40
File Cabinet, Lateral (Two Drawer) 36"w x 18"d x 28"h	2	20	40
File Cabinet, Vertical (Four Drawer) 18"w x 29"d x 52"h	5	14	70
Fire Extinguisher, Halon Hand-held, wall-hung unit	1	0	0
First Aid Kit 10"w x 3"d x 10"h - Wall-mounted	2	0	0
Flat File 54"w x 42"d x 36"h - 10 drawers for posters, maps, paper	1	40	40
Garbage Bin, Interior	1	15	15
Hand Dryer 12"w x 7"d x 10"h - wall-mounted	5	0	0
Hand Truck 23"w x 18"d x 51"h	1	4	4
In & Out Board Staff location	1	0	0
Instructor's Station, Systems Furniture 36"w x 30"d (1 Person) - sit-down w/ power & data management	1	60	60
Key Cabinet 12"w x 5"d x 16"h	2	0	0
Label Maker 5"w x 8"d x 4"h	1	0	0
Literacy Tutoring Counter 9"w x 30"d (2 Person)- against wall	1	66	66
Locker Unit 12"w x 12"d x 62"h (Three 20"h lockers)	5	5	25
Mail Boxes, Staff 72"w x 16"d x 32"h - 24 slots per unit w/ counter	1	30	30
Mat, Anti-fatigue	3	0	0
Microwave Oven 30"w x 14"d x 16"h - countertop or under cabinet	1	0	0
Mirror Full length	1	0	0
Mirror, With Shelf Above counter	5	0	0
Mop Bucket 20"w x 18"d - On casters w/ mop wringer	1	4	4
Paper Cup Dispenser 3" diameter x 18"h - Wall-mounted	1	0	0
Paper Cutter	1	0	0



Furniture and Equipment

UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
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Inventory Items:

Paper Sorter & Storage Stand alone unit Sorting table and slotted paper storage combination	1	80	80
Paper Towel Dispenser Wall-mounted	8	0	0
People Counter, Electronic Eye	1	0	0
Plaque, Dedication	1	0	0
Preparation Counter 6'w x 30"d - against wall	1	40	40
Preparation Counter 8'w x 30"d - against wall	1	55	55
Presentation Center 48" w x 36" h w/ marker board, tack board, & flip chart	1	0	0
Printer, Dot-matrix	1	0	0
Printer, Ink-Jet (B&W)	3	0	0
Printer, Laser (B&W)	7	0	0
Printer, Laser (Color)	1	0	0
Printer, Pin / Tractor Feed W/ Stand 28" w x 20" d x 8" h w/ stand 32" w x 22" d x 30" h on wheels	1	20	20
Printer, Receipt	7	0	0
Projection Screen, Motorized Ceiling Front projection	1	0	0
Projection Screen, Wall Mounted Front projection	1	0	0
Projector, Ceiling Mounted 17" w x 16" d x 7" h - AV & computer, LCD to DLP	2	0	0
Puppet Theater 5' w x 7' d	1	50	50
Queuing Space (Per Person)	16	6	96
Rack, Computer / Communications Equipment 36" w x 24" d x 60" h	2	30	60
Rack, Literature Display Handout Wall-mounted	2	0	0
Recycling Bin	3	15	45
Refrigerator Full-sized - 32" w x 36" d x 68" h w/ freezer	1	20	20
Router/Switch Rack-mounted - 8" w x 20" d x 24" h	1	0	0
Safe, Data / Tape Carrier Portable & fire Proof - 18" w x 18" d x 18" h	1	0	0
Safe, Floor 12" w x 14" d x 21" h	1	0	0



Furniture and Equipment

UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
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Inventory Items:

Security System Desensitizer/Resensitizer Counter unit w/audible signal 20"w x 18"d x 7.5"h AC	2	0	0
Security System Gates, Inventory Control Three gates (two corridors) 83"w x 26"d x 70"h	1	75	75
Self Check-Out Counter 4'w x 30"d - against wall	2	30	60
Self Check-Out Machine 25"w x 29"d x 27"h - counter top unit	2	0	0
Server, Desktop / Rack Mount 8"w x 20"d x 24"h	1	0	0
Shelving, DF 58"h Bookstore Display 42" aisles - 3'w x 36"d w/10 angled shelves, wood	6	30	180
Shelving, Industrial SF 36"w x 24"d x 84"h steel w/ 6 shelves	8	15	120
Shelving, SF 66"h Steel W/ 5 Shelves 3'w x 12"d unit	6	12	72
Shelving, SF 84"h Steel W/ 6 Shelves 3'w x 12"d unit	29	12	348
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	17	12	204
Sign, Announcement Wall-hung	3	0	0
Sink 36"w x 24"d - In counter	4	18	72
Sink And Counter Rest room	7	0	0
Sink, Mop	1	6	6
Soap Dispenser 5"w x 4"d x 10"h - Wall-mounted	9	0	0
Sofa (2 Seat) 56"w x 32"d	1	55	55
Stall Rest room	10	0	0
Stapler, Electronic Binding 10"h x 4"w x 9"l	1	0	0
Stool, Kick-Step	14	0	0
Storage Cabinet 36"w x 18"d x 78"h	2	18	36
Storage Cabinet, Hazardous Materials 43"w x 18"d x 44"h - heavy duty 18 gauge welded steel (NFPA/OSHA)	1	20	20
Study Counter 8'w x 30"d - against wall	1	55	55
Table, Accessible - Adjustable Height (Electrical) 36"w x 30"d x 22" - 50"h (1 Person) single surface	1	30	30



Furniture and Equipment

UNIT	UNIT	EXTENDED
QTY	Sq. Ft.	Sq. Ft.

Inventory Items:

Table, Accessible - Adjustable Height (Electrical) 48"w x 30"d x 22" - 50"h (1 Person) single surface	1	40	40
Table, Café Staff (4) - 36" diameter	2	65	130
Table, Children's Slant Top 78"w x 30"d x 21-26"h (6 Person)	2	90	180
Table, Conference 72"w x 36"d x 29"h (4 to 6 Person)	1	160	160
Table, End 30"w x 30"d x 20"h	3	12	36
Table, Group Study 66"w x 36"d x 29"h (4 Person)	2	155	310
Table, Group Study 72"w x 48"d x 29"h (6 Person)	1	175	175
Table, Juvenile 60"w x 30"d x 27"h (4 Person)	2	80	160
Table, Juvenile 66"w x 36"d x 27"h (4 Person)	8	85	680
Table, Literacy Tutoring	1	66	66
Table, Meeting Room 60"w x 24"d x 29"h - folding	6	0	0
Table, Reader's 48" diameter x 29"h (4 Person)	8	80	640
Table, Reader's 72"w x 36"d x 29"h (4 Person)	5	90	450
Table, Reader's 72"w x 48"d x 29"h (4 Person)	2	100	200
Table, Reader's 36"w x 30"d x 29"h (1 Person)	10	35	350
Table, Work 60"w x 36"d x 29"h (1 to 2 Person)	1	80	80
Tape Drive, External DAT / Cartridge Tape	1	0	0
Technology Carrel 36"w x 30"d (1 Person) stand-up w/ power & data management	15	30	450
Technology Carrel 41"w x 30"d (1 Person) sit-down w/ power & data management	2	40	80
Technology Carrel 61"w x 30"d (2 Person) sit-down w/ power & data management	3	50	150
Technology Carrel, Adjustable (Manual) Height 51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management	3	45	135
Technology Counter 36"w x 30"d (1 Person) stand-up - against wall w/ power & data management	2	20	40
Technology Counter 41"w x 30"d (1 Person) sit-down - against wall w/ power & data management	7	30	210



Furniture and Equipment

UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
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Inventory Items:

Technology Station 36" w x 30" d (1 Person) stand-up - against stackend w/power & data	7	20	140
Technology Training Table, Computer Lab 72" w x 30" d (2 Person) sit-down	10	50	500
Telecommunications Backboard 8' w x 8' h wall-mounted fire-rated plywood	1	28	28
Telecommunications Equipment/Hub/ Multiplexer Rack mounted or desktop	1	0	0
Telephone Central Station	1	0	0
Telephone Handset	20	0	0
Tool Box	1	0	0
TV Monitor, 32" 36" w x 24" d x 27" h	1	0	0
Typewriter Stand	1	20	20
Typewriter, Electric 22" w x 18" d x 8" h	1	0	0
Uninterruptible Power Supply (UPS), Single Device Desktop or Rack-mounted	1	0	0
Urinal	3	0	0
Vacuum Cleaner, Dry Upright 15" w x 12" d x 42" h	1	8	8
Vending Machine 40" w x 40" d x 72" h	2	20	40
Vendor Card Encoder/Dispenser Wall-mount	1	0	0
Video Bin, Depressible	2	10	20
Video Cassette Player/Recorder 16" w x 11" d x 4" h	1	0	0
Waste Basket 13" w x 15" d x 15" h	2	0	0
Waste Basket 13" w x 15" d x 15" h	27	4	108
White Board 3' x 4' - erasable marker board	10	0	0
Workstation, Bookstore Service Counter 5' w x 30" d w/ 5' behind desk & 3.5' in front	1	55	55
Workstation, Children's Counter 8' w x 30" d - against wall	1	55	55
Workstation, Children's Office System 6' x 8' modular panels 60" h, U-shaped work surface 30" d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	2	50	100
Workstation, Circulation Book Return Desk 3' w x 30" d w/ 7' behind desk & 3.5' in front	3	40	120



Furniture and Equipment

UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
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Inventory Items:

Workstation, Circulation Check-In Counter 6'w x 30"d - against wall	2	40	80
Workstation, Circulation Check-Out Desk 6'w x 30"d w/ 7' behind desk & 3.5' in front	3	80	240
Workstation, Clerical Office System 5' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	4	40	160
Workstation, Computer Technician's Counter 4'w x 30"d - against wall	1	30	30
Workstation, Food Preparation Counter 6'w x 30"d - against wall	1	40	40
Workstation, Friends' Work Counter 8'w x 30"d - against wall	1	55	55
Workstation, Literacy Office System 5' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	1	40	40
Workstation, Mending Counter 5'w x 30"d - against wall	1	35	35
Workstation, Reference Desk 6'w x 30"d w/ 7' behind desk & 3.5' in front	4	80	320
Workstation, Reference Office System 6' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	3	50	150
Workstation, Sorting Counter 10'w x 30"d - against wall	1	70	70

<u>Inventory Sub-Total:</u>	<u>11,455</u>
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Shelving Units:

36" Aisle DF 45"H Steel Shelving W/ 6 Shelves 3'W x 24"D unit w/end panels & canopy top	19	18	342
36" Aisle DF 58"H Bookstore Display Shelving 3'W x 36"D w/10 angled shelves	32	27	864
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top	41	18	738
36" Aisle DF 84"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels	1	18	18
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels	7	18	126
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels	94	18	1,692
36" Aisle SF 45"H Steel Shelving W/ 2 Shelves 3'W x 12"D unit w/end panels & canopy top	2	12	24



Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Shelving Units:</u>			
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves 3'W x 12"D unit w/end panels & canopy top	8	12	96
36" Aisle SF 58"H Bookstore Display Shelving 3'W x 20"D w/5 angled shelves	2	21	42
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 3'W x 12"D unit w/end panels & canopy top	12	12	144
36" Aisle SF 90"H Steel Shelving W/ 6 Shelves 3'W x 12"D unit w/end panels	3	12	36
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 3'W x 12"D unit w/end panels	1	12	12
42" Aisle DF 90"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels	3	20	60
44" Aisle DF 66"H Magazine Display Shelving W/6 Shelves 3'W x 24"D unit w/ flip up sloping shelf & shelf underneath	12	22	264
44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves 3'W x 12"D unit w/ flip up sloping shelf & shelf underneath	1	14	14
44" Aisle SF 66"H Newspaper Display Shelving W/3 Shelves 3'W x 12"D unit w/ fixed sloping shelf	5	14	70
Moveable Aisle Compact Shelving DF 84"H W/14 Shelves 3'W x 24"D unit w/carriage and rail	32	10	320
Paperback "Spinner" W/ 4 Rotor Towers Four 6 Tier Rotor Towers	4	70	280
Paperback SF 66" Shelving Unit W/ 5 Divider Shelves 3'W x 12"D unit	17	12	204
<u>Shelving Sub-Total:</u>			<u>5,346</u>

Total Net Assignable SqFt for Furniture and Equipment: 16,801

